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Address and Contact Info

EDUCATION

[REDACTED] **Atlanta, GA**
May 2015
Bachelor of Business Administration
Concentration: Finance and Accounting
Emory College GPA: 3.74/4.00
Goizueta GPA: 3.7/4.0
Emory Liberal Arts Scholarship
Dean's List: Fall 2012
Relevant Coursework: Corporate Finance, Investments, International Finance, Communication and Professional Development, Business Statistics, Process and Systems Management, Financial and Managerial Accounting

WORK EXPERIENCE

Farmers to 40, Social Enterprise @ Goizueta **Atlanta, GA**
Sep. 2013-Present
Research Assistant

- Worked with Goizueta faculty and coffee suppliers to finalize shipping and ordering procedures for the official launch of the coffee startup
- Updated company website and created and sent marketing material to over 150 contacts

J.P. Turner & Company **Atlanta, GA**
Summer 2013
Investment Representative Intern

- Analyzed and compared prospective client portfolios to the firm's recommended portfolios
- Generated qualified leads and potential sales by using business development strategies such as cold calling

The Coca-Cola Company North America Regional Finance Center **Atlanta, GA**
Oct. 2012- April 2013
Intercompany & Payroll Compliance Intern

- Prepared balance sheet reconciliation support and journal voucher documents
- Performed clearing of settled open entry items and verified payment settlement requests
- Organized confidential tax equalization and tax payment documents while destroying inactive files

Clairmont Campus Community Office, Emory University **Atlanta, GA**
Summer 2012
Operations Management Assistant

- Submitted and tracked work orders, damage assessments, and other administrative work
- Served as a resource and reference for Emory University residents' complaints and concerns
- Maintained availability during bi-weekly on call rotations in case of resident emergencies

LEADERSHIP ACTIVITIES

Journey Church of Atlanta, Officer Fall 2012- Present

- Fulfilled administrative and logistical duties during church services and weekly leadership meetings
- Coordinated with staff members to help plan and organize specific church events such as community picnics, church introduction meetings, and weekend retreats.

Journey Church Fellowship, Small Group Leadership Fall 2012- Present

- Facilitated weekly Bible studies by actively engaging a group of approximately thirty members
- Organized and executed monthly events to promote church outreach in the surrounding community

Raya Youth Program, Staff Summer 2013

- Coordinated with staff members to create and implement a summer curriculum for refugee students
- Chaperoned and planned three field trips in order to promote community building among the students

Emory Residence Life and Housing, Sophomore Advisor/ Sophomore Advisory Board Fall 2012- Spring 2013

- Created an environment that promoted the cultural, intellectual, and social development of students by planning specific themed programs and interacting daily with a floor of fifty residents
- Responded to the needs of Emory residents as well as presented these needs to the housing administration

ADDITIONAL INFORMATION

Skills: Proficient in Microsoft Office (Word, Excel, PowerPoint), SAP, Lotus Notes, conversational in Spanish

Activities: Emory Club Brazilian Jiu-Jitsu, mixed martial arts, cooking, film, piano, half marathon running